



## **Resolution to Pay Bills**

As part of its operating procedures, Lee-Whedon Memorial Library generates several recurring costs, some of which are due to be paid before the regular scheduled monthly meeting. The Board of Trustees of Lee-Whedon Memorial Library requires that bills be paid by their due date. Accordingly, the Board approves the following disbursements:

- Scheduled payroll costs
- State & Federal withholdings
- Social Security and retirement costs
- Health insurance costs
- Insurance premiums
- Credit card payments
- Utility payments or connection charges
- Maintenance and service agreements
- Conference fees
- Dues, subscriptions and publication fees
- Advertising, promotional and program fees
- Postage and shipping fees
- Expenses that must be paid because of emergency circumstances

Payments must be supported by a fully itemized invoice or other documentation. The Director must certify that each claim for payment is true and correct. All such payments will be presented for approval by the Board President at the next regularly scheduled Board meeting.

